

12 FAH-7 H-630 VEHICLES

(TL:LGP-01; 08-10-2001)

12 FAH-7 H-631 GENERAL

(TL:LGP-01; 08-10-2001)

- a. Vehicles may be required for transport of guard force supervisors, mobile patrols, reaction forces, transporting guards for shift relief, surveillance detection (SD) operations, or ambassadorial-follow cars. SD teams will likely need a vehicle(s) which may include bicycles, motor bikes as well as automobiles to deploy into positions and maneuver on the street. SD vehicles should be of a make, model, and color that will readily blend in with other local vehicles; the use of diplomatic or official license plates should be avoided.
- b. Under a local guard contract, vehicles used for all local guard operations will be provided by the contractor, whenever possible. However, in cases where this is not feasible, or for a PSA staffed LGF, this requirement may be met by vehicles funded and provided by DS/CIS/PSP/FPD. Post must coordinate with DS/CIS/PSP/FPD before any vehicles are purchased or otherwise obtained. When LGP and/or SDP vehicles are funded by DS/CIS/PSP/FPD, they must be used exclusively for these or other approved LGP and/or SDP activities.
- c. All vehicles used of U.S. Government property must be fully licensed, inspected and insured in accordance with local laws and regulations.

12 FAH-7 H-632 CONTRACTOR PROVIDED TRANSPORTATION

(TL:LGP-01; 08-10-2001)

- a. Vehicles provided by the contractor are maintained and controlled by and are the responsibility of the contractor. The type of vehicle provided by the contractor should be specified in the solicitation (i.e., utility, pickup, van, four-wheel drive, etc.).
- b. In some cases where high vehicle import duties may make it prohibitive

for the post or the contractor to reasonably meet transportation requirements under the contract, the post should consider using its duty-free import privilege, but with the contractor paying the cost and assuming all responsibility for the vehicle. Prior to using this method, the post must consider the host government's attitude towards such a transaction. It may also be prudent to firmly establish that should a contractor's services be terminated prior to the date when the vehicle could be disposed of without payment of tax or import fee (usually two or three years from the date of import), the contractor will be responsible for all such payments. It may be advisable to establish an "escrow" account in a local bank, funded by the contractor, to cover such an eventuality.

12 FAH-7 H-633 VEHICLE ACQUISITION

(TL:LGP-01; 08-10-2001)

- a. Vehicles are acquired through purchase, lease, or transfer. Funds for the purchase of vehicles are obtained through Congressional appropriations and proceeds from the sale of vehicles. Vehicle replacement coordination efforts are made through post, DS/CIS/PSP/FPD, and A/LM/OPS/RLC/MV.
- b. Posts abroad must obtain prior approval from A/LM/OPS/RLC/MV before acquiring any vehicle by purchase, lease, transfer, or other means, except as provided in 6 FAM 228.9. The General Services Administration (GSA) is the mandatory procurement source for the purchase of U.S. manufactured vehicles from the United States. A/LM/OPS/RLC/MV is responsible for submitting purchase requests to GSA.
- c. Foreign made vehicles are purchased abroad by the post, either through a regional procurement office, third country procurement, or locally. All purchases abroad must be authorized by A/LM/OPS/RLC/MV.
- d. Due to the Balance of Payments Program, it is the Department's policy to acquire and use U.S.-manufactured vehicles except when:
 - (1) There are special requirements which cannot be met by U.S. manufacturers (e.g., right-hand drive);
 - (2) The total cost of acquisition and use (including maintenance and repair) of non-U.S.-made vehicles is at least one third less than that of U.S.-made vehicles. This is generally due to the availability of parts and service, suitability to local conditions, and more efficient fleet operations; and

- (3) It is necessary due to local conditions to use non-U.S.-made vehicles for the SDP or special operational needs. Justification to procure a vehicle under this provision must be submitted to A/LM/OPS/RLC/MV. If security is a consideration, the justification must be routed through DS/CIS/PSP/FPD for approval.
- e. It is also the Department's policy that when the use of foreign-made vehicles is determined to be in the best interests of the U. S. Government, consideration will be given to vehicles manufactured by U.S. subsidiary firms.

12 FAH-7 H-633.1 U.S.-Manufactured Vehicles

(TL:LGP-01; 08-10-2001)

- a. DS/CIS/PSP/FPD will approve the acquisition of U.S.-manufactured vehicles to meet LGP transportation requirements based on information from the post. Vehicle specifications and funding information will be provided by DS/CIS/PSP/FPD to A/LM/OPS/RLC/MV to initiate procurement action through the GSA. See 6 FAM 228, Use and Control of Official Vehicles. A/LM/OPS/RLC/MV will continue to procure and ship all U.S.-manufactured vehicles in accordance with established procedures (consult the GSO for details).
- b. Transportation costs from the manufacturer's facility to the port of entry of the receiving country are included in the overall funding level approved for the procurement action. However, all local post, handling, clearance, or other fees, including inland freight, are chargeable to the post's salaries and expenses (S&E) account.

12 FAH-7 H-633.2 U.S.-Affiliated Manufacturers

(TL:LGP-01; 08-10-2001)

- a. It is the policy of the U.S. Government to purchase, to the greatest extent possible, equipment manufactured by companies either in the United States or, when abroad, owned by U.S. citizens or corporations.
- b. When a post determines that no U.S.-manufactured vehicle meets the post's requirements and a foreign manufactured vehicle must be procured, the first option available to a post is selection of a suitable vehicle from a U.S. owned company or the subsidiary of a U.S. company.
- c. Requests for foreign-manufactured vehicles manufactured by a company with a U.S. affiliation must be submitted to and approved by

DS/CIS/PSP/FPD with the concurrence of A/LM/OPS/RLC/MV. The post should include specifications that illustrate the need for a foreign-manufactured vehicle. The following material must be included in the request:

- (1) A request from post for an exception to purchasing a U.S.-manufactured vehicle under this provision must be accompanied by a cost benefit analysis as cited in 6 FAM H-228, *Use and Control of Motor Vehicles*, justifying the exception. Requests must be accompanied by pro forma invoices for suitable vehicles, available locally, or through third-country sources. In each case, the post will be advised whether procurement is approved and what action will need to be taken to procure the required vehicle.
- (2) When right-hand drive vehicles are required, priority should continue to be given to vehicles manufactured in the U.S. or by U.S. affiliated companies. A cost analysis is needed for right-hand drive vehicle requirements only when the recommended replacement vehicle is non-U.S. affiliate manufactured.
- (3) A list of U.S. affiliated vehicle manufacturers can be obtained from A/LM/OPS/RLC/MV.

12 FAH-7 H-633.3 Non-U.S.-Manufactured Vehicles

(TL:LGP-01; 08-10-2001)

Requests for foreign-manufactured vehicles will be approved by DS/CIS/PSP/FPD with the concurrence of A/LM/OPS/RLC/MV provided the post generates specifications that call for a foreign-manufactured vehicle with a full explanation of the circumstances. The same material required in 12 FAH-7 H-642.2 must be included in the request.

12 FAH-7 H-633.4 Acquisition for Use by Contractor Personnel

(TL:LGP-01; 08-10-2001)

In cases where it is not feasible for the contractor to provide required transportation, the post may submit a request to DS/CIS/PSP/FPD for U.S. Government procured vehicles. The post should explain why the contractor can not provide vehicles or why it is necessary to use U.S. Government-owned vehicles, with info copy to A/LM/OPS/RLC/MV, as required. Vehicles will be funded through an ICASS appropriation designated for the LGP.

12 FAH-7 H-623.5 Acquisition for Use by Host-Government Police and/or Security Forces

(TL:LGP-01; 08-10-2001)

In cases where it is not feasible for the host government to provide required transportation, the post may submit a request to DS/CIS/PSP/FPD for U.S. Government procured vehicles. The post should explain why the host government can not provide vehicles or why it is necessary to use U.S. Government-owned vehicles, with info copy to A/LM/OPS/RLC/MV, as required. Vehicles will be funded through an ICASS appropriation designated for the LGP.

12 FAH-7 H-634 U.S. GOVERNMENT PROCURED VEHICLE USEAGE

12 FAH-7 H-634.1 Use by Contractor Personnel

(TL:LGP-01; 08-10-2001)

- a. The vehicles will be maintained and controlled under the regulations and procedures governing the use and control of all U.S. Government-owned or leased vehicles. See 6 FAM 228, Use and Control of Official Vehicles. When U.S. Government-furnished equipment is provided to the contractor, the terms and conditions of the contract will govern use, maintenance, control, and responsibility for the vehicles.
- b. The contractor should identify to the RSO and/or PSO all LGF personnel who are properly licensed to operate a motor vehicle.

12 FAH-7 H-634.2 Use by PSA or FSN Personnel

(TL:LGP-01; 08-10-2001)

The regulations in 6 FAM 228, Use and Control of Official Vehicles, govern the use of U.S. Government provided LGP vehicles are driven by PSA or FSN employees.

12 FAH-7 H-634.3 Use by Host-Government Police and/or Security Forces

(TL:LGP-01; 08-10-2001)

- a. The vehicles will be maintained and controlled under the regulations and procedures governing the use and control of all U.S. Government-owned or leased vehicles. See 6 FAM 228, Use and Control of Official Vehicles. When U.S. Government-furnished equipment is provided to the host government, the terms and conditions of the MOU and/or MOA or other written agreement will govern use, maintenance, control, and responsibility for the vehicles. **NOTE:** In order to protect the U.S. Government from property loss or liability claims, the post must purchase an appropriate commercial insurance policy from a local provider.
- b. The host government should be requested to provide a list to the RSO and/or PSO of all personnel authorized to operate a U.S. Government provided vehicle.

12 FAH-7 H-635 LEASED VEHICLES

(TL:LGP-01; 08-10-2001)

- a. Posts may lease or rent a vehicle to meet temporary requirements for periods not to exceed 60 days. Leases in excess of 60 days, or a series of individual leases, must be approved in advance by A/LM/OPS/RLC/MV. For additional guidance, see 6 FAM 228.9-3(D), Lease Acquisition Methods.
- b. If a post believes that unusual circumstances favor leasing over purchase, a proposal must be submitted to A/LM/OPS/RLC/MV with a comparison of: purchase price, maintenance and repair costs, operating costs, and proceeds of sale, to the annual lease costs, length of agreement, and contract maintenance and repair costs. The comparison should be for similar makes and models. The provisions of 6 FAM 228, Use and Control of Official Vehicles, concerning vehicles of foreign manufacture apply to lease as well as purchase. Approval of a lease extends for the life of the lease, but not for renewals. A renewal requires a new request and justification in the same manner as the original.
- c. Vehicles leased by a post for LGPs, as an alternative to the purchase of vehicles, will also be funded by DS/CIS/PSP/FPD with approval by A/LM/OPS/RLC/MV. If a post believes that it would be more practical and economical to provide leased vehicles, the request should be submitted to DS/CIS/PSP/FPD.

12 FAH-7 H-636 LGP VEHICLE INVENTORY

(TL:LGP-01; 08-10-2001)

Inventory records for U.S. Government provided LGP vehicles (with the exception of two and three-wheeled vehicles, which should be accounted for by the post through appropriate entries into the ICASS Global database) are maintained by A/LM/OPS/RLC/MV. This office annually requests a vehicle inventory from country fleet managers and posts without an immediate supervising mission. The inventory printout appended to the request lists the vehicles currently authorized and on-hand at a post. The post must annotate any corrections directly on the printout, sign the certification statement stamped on the inventory, and return the signed inventory printout by the date indicated.

12 FAH-7 H-637 REPLACEMENT CRITERIA AND FLEET INCREASES

(TL:LGP-01; 08-10-2001)

- a. Rigid replacement cycles will not be established for vehicles provided for this program. Replacement will be made, as required, based upon information supplied by the post. When a post determines that a vehicle needs to be replaced, a condition report (describing condition, projected repair costs, mileage, assigned use, etc.) similar to the one required for A/LM/OPS/RLC/MV provided vehicles, should be submitted to DS/CIS/PSP/FPD. This should be done as far in advance as possible for planning purposes. At this time, the post should reassess the need for the U. S. Government to procure the replacement vehicle or if the contractor can now be expected to provide them.
- b. A/LM/OPS/RLC/MV funds and controls the replacement of motor vehicles abroad, evaluating the size and composition of post fleets when reviewing replacement requests. Approval of vehicle replacement is based on the mileage and condition reported by the post. A vehicle due for replacement may not be replaced if the program has been reduced in size or if other vehicles in the fleet are under utilized.

12 FAH-7 H-638 LOSS OR EXTENSIVE DAMAGE TO OFFICIAL VEHICLES

(TL:LGP-01; 08-10-2001)

- a. The repair of official vehicles is a post responsibility and does not require prior approval from A/LM/OPS/RLC/MV. Accidents involving official vehicles must be reported in accordance with 6 FAM 617.3-5. If a vehicle is lost, stolen, or damaged beyond repair, the post must forward Form

OF-132, Property Disposal Authorization and Survey Report, after survey action has been completed.

- b. If a replacement vehicle is required, the post should first request disposition authority, then follow the procedures described in 6 FAM 228.9-1 to request replacement.

12 FAH-7 H-639 LGP VEHICLE DISPOSAL

(TL:LGP-01; 08-10-2001)

- a. The Department authorizes disposal of official vehicles on a case-by-case basis. Advance approval must be obtained from DS/CIS/PSP/FPD and A/LM/OPS/RLC/MV when a vehicle is to be disposed of before the replacement vehicle is received. If the vehicle is not being replaced, the post should inform DS/CIS/PSP/FPD and A/LM/OPS/RLC/MV when a vehicle is no longer serviceable or economical to maintain.
 - (1) Normally, vehicles are to be sold on a competitive basis as replacement property. While disposal authorization must be obtained, the property disposal officer is responsible for determining the proper disposal method (see 6 FAM 227.3, *Methods of Disposal*).
 - (2) Disposal of vehicles should be accomplished within six weeks after receipt of authorization. If disposal action cannot be completed within two months, A/LM/OPS/RLC/MV should be advised by memorandum, stating the reason for delay and what action is being taken. If disposal is delayed because of host country requirements, the Office of Foreign Missions (DS/OFM), in addition to A/LM/OPS/RLC/MV, should be advised by memorandum, with copies of pertinent correspondence.
 - (3) When a vehicle is lost or destroyed by accident, natural causes, or civil strife, a non-U.S. Government entity may provide replacement. In those circumstances, acceptance of the vehicle must be approved by A/LM/OPS/RLC/MV. Complete details relating to the incident should be provided, including a full description of the vehicle proposed as a replacement, and copy of Form OF-132, Property Disposal Authorization and Survey Report.
- b. Funds obtained from the sale of official vehicles shall be deposited in accordance with instructions provided by A/LM/OPS/RLC/MV, normally included with the disposal authorization.